

Searching for Cases and Documents in MCRO

Search for a Case

i Use the **Case Search** tab to search for a Register of Actions (Case Details) that shows case or party information, case events, dispositions, and financial information related to a case.

Once you've located a case or cases, use the breadcrumb navigation at the top of the results screen to return to the **Case Search Results** or **Return to Case Search**.

1. Click on the **Case Search** tab.
2. Select **Name**.
3. Select whether you wish to search by **Person**, **Business**, or **Attorney** name.

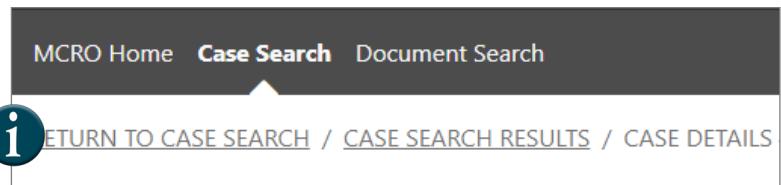
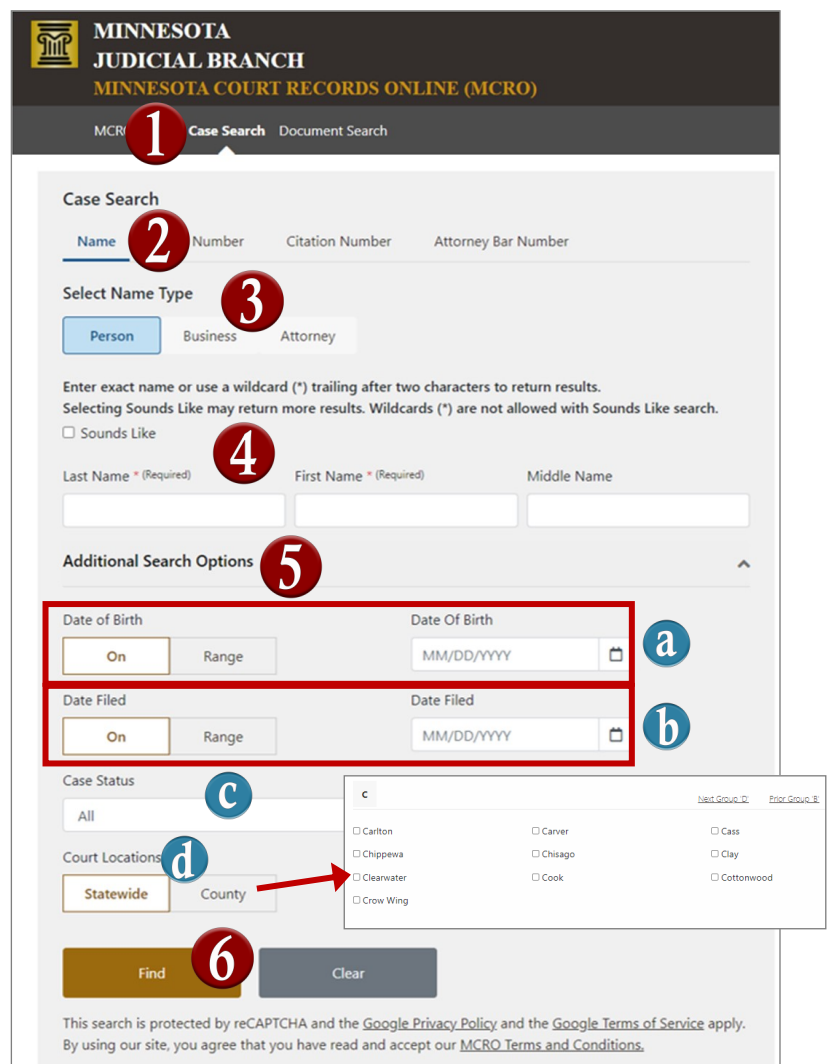
Search by Person name

4. Type in the **Last Name** and **First Name**. You may also enter a **Middle Name** (optional).

i Use a wildcard (*) after two characters (e.g. "Jo*") or check the **Sounds Like** box if needed. Wildcards and **Sounds Like** cannot be used together.

5. Complete the **Additional Search Options**, if known:
 - a. Select **On** to enter an exact **Date of Birth**, or **Range** for a range of dates.
 - b. Select **On** to enter an exact **Date Filed**, or **Range** for a range of dates.
 - c. Select the **Case Status**.
 - d. Select the **Court Locations** to search (**Statewide** or **County**). If you select **County**, check the box(es) next to the applicable county(ies).

6. Click **Find**.

MINNESOTA JUDICIAL BRANCH MINNESOTA COURT RECORDS ONLINE (MCRO)

MCRO **1 Case Search** Document Search

Case Search

2 Name **3** Number Citation Number Attorney Bar Number

Select Name Type **3**

Person Business Attorney

Enter exact name or use a wildcard (*) trailing after two characters to return results. Selecting Sounds Like may return more results. Wildcards (*) are not allowed with Sounds Like search.

☐ Sounds Like **4**

Last Name * (Required) **4** First Name * (Required) Middle Name

Additional Search Options 5

Date of Birth **a**

Date Filed **b**

Case Status c

Court Locations d

6

c

☐ Carlton ☐ Carver ☐ Cass

☐ Chippewa ☐ Chisago ☐ Clay

☐ Clearwater ☐ Cook ☐ Cottonwood

☐ Crow Wing

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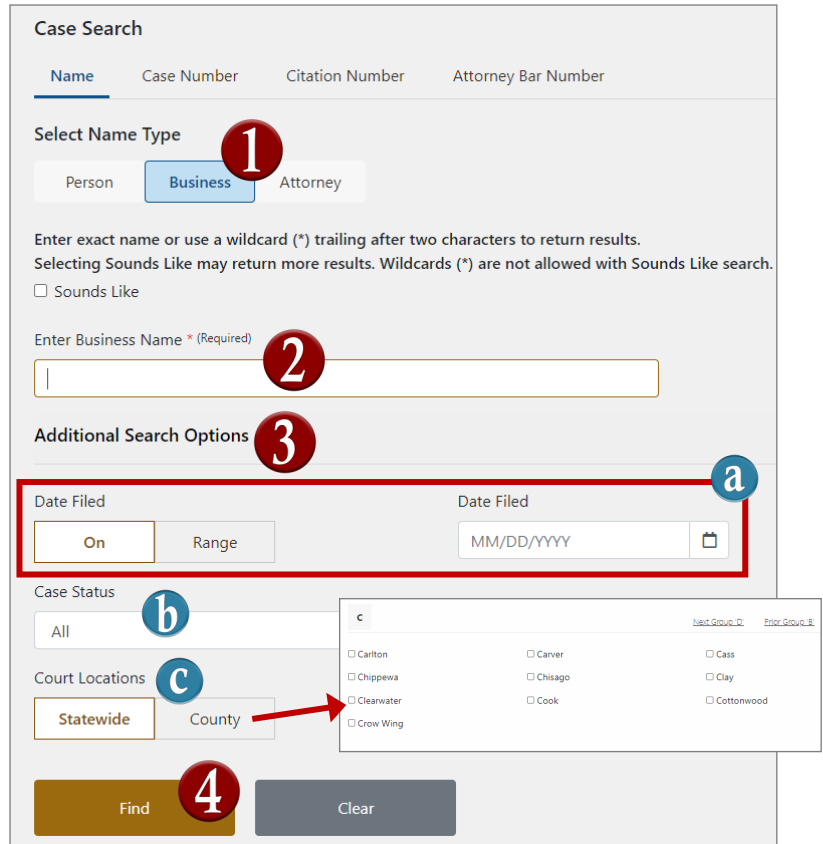
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Search by Business name

1. Select **Business**.
2. Type in the **Business Name**.

i Use a wildcard (*) after two characters (e.g. "Jo*") or check the **Sounds Like** box if needed. Wildcards and **Sounds Like** cannot be used together.

3. Complete any of the **Additional Search Options**, if known:
 - a. Select **On** to enter an exact **Date Filed**, or **Range** for a range of dates.
 - b. Select the **Case Status**.
 - c. Select the **Court Locations** to search (**Statewide** or **County**). If you select **County**, check the box(es) next to the applicable county(ies).
4. Click **Find**.

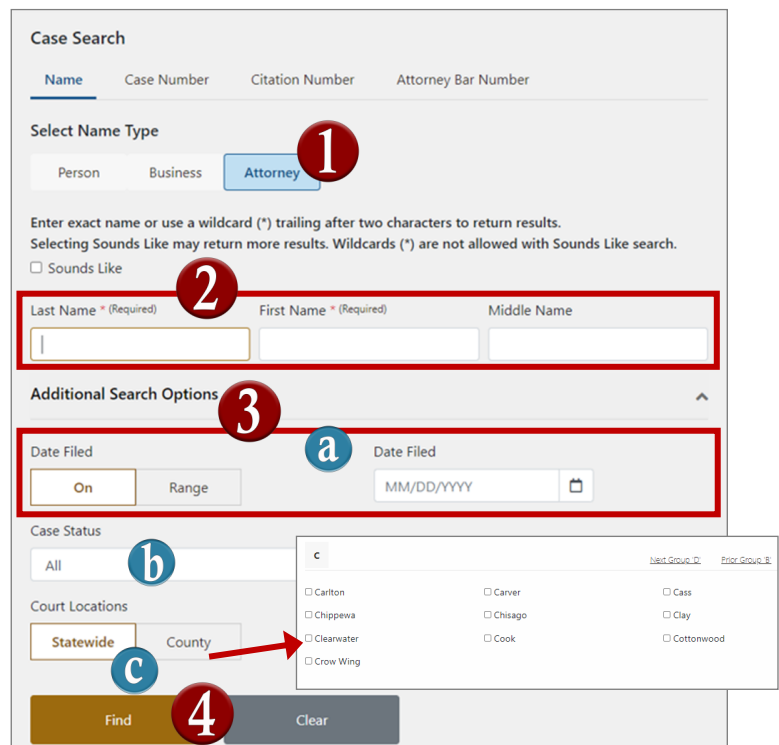


Search by Attorney name

1. Select **Attorney**.
2. Complete the **Last Name** and **First Name** fields. You may also enter a **Middle Name**.

i Use a wildcard (*) after two characters (e.g. "Jo*") or check the **Sounds Like** box if needed. Wildcards and **Sounds Like** cannot be used together.


3. Complete any of the **Additional Search Options**, if known:
 - a. Select **On** to enter an exact **Date Filed**, or **Range** for a range of dates.
 - b. Select the **Case Status**.
 - c. Select the **Court Locations** to search (**Statewide** or **County**). If you select **County**, check the box(es) next to the applicable county(ies).
4. Click **Find**.



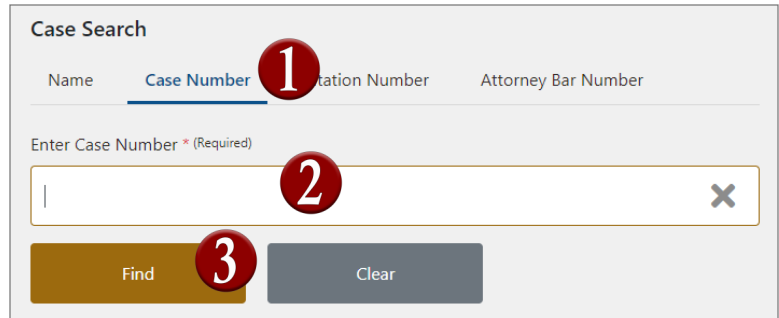
Searching for Cases and Documents in MCRO

Search by Case Number

1. Select **Case Number**.
2. Type in the complete case number in the **Enter Case Number** field. Incomplete case numbers will result in an error message.


 Case numbers may be entered with or without dashes or leading zeros. Do not use spaces.

3. Click **Find**.

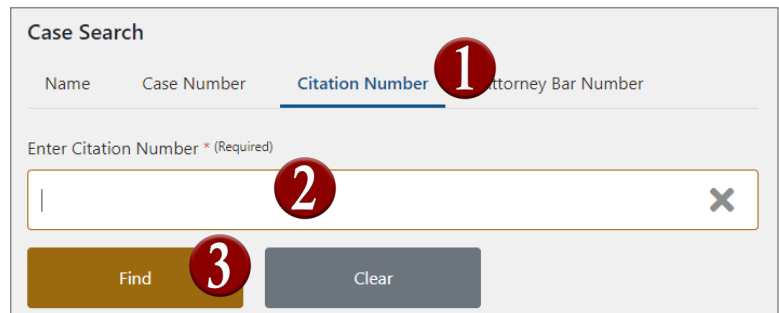

 The screenshot shows the 'Case Search' form with the 'Case Number' tab selected (indicated by a red circle 1). Below the tabs is a text input field labeled 'Enter Case Number * (Required)' (indicated by a red circle 2). At the bottom are two buttons: 'Find' (indicated by a red circle 3) and 'Clear'.

Search by Citation Number

1. Select **Citation Number**.
2. Type in the complete citation number in the **Enter Citation Number** field. Incomplete citation numbers will result in an error message.


 Citation numbers may be entered with or without dashes or leading zeros.

3. Click **Find**.

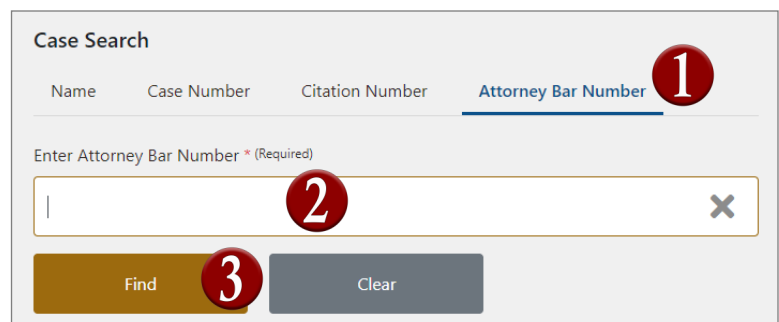

 The screenshot shows the 'Case Search' form with the 'Citation Number' tab selected (indicated by a red circle 1). Below the tabs is a text input field labeled 'Enter Citation Number * (Required)' (indicated by a red circle 2). At the bottom are two buttons: 'Find' (indicated by a red circle 3) and 'Clear'.

Search by Attorney Bar Number

1. Select **Attorney Bar Number**.
2. Type in the complete attorney bar number in the **Enter Attorney Bar Number** field. Incomplete attorney bar numbers will result in an error message.

 Attorney bar numbers may be entered with or without dashes or leading zeros.

3. Click **Find**.


 The screenshot shows the 'Case Search' form with the 'Attorney Bar Number' tab selected (indicated by a red circle 1). Below the tabs is a text input field labeled 'Enter Attorney Bar Number * (Required)' (indicated by a red circle 2). At the bottom are two buttons: 'Find' (indicated by a red circle 3) and 'Clear'.

Searching for Cases and Documents in MCRO

Search for Documents

i Use the Document Search tab to search for documents related to a case.

1. Click on the **Document Search** tab.
2. Type in the complete case number in the **Enter Case Number *** (Required) field. Incomplete case numbers will result in an error message.

i Case numbers may be entered with or without dashes or leading zeros. Do not use spaces.

3. Click **Find Documents**. Case details and available documents will display on the screen in reverse chronological order (most recent first).
4. To print the list of available documents, click **Print**.
5. To view or download a document, click on **View Document**.
6. Open the document:
 - a. In Chrome, the document will appear at the bottom of the browser window; click the filename to open it.
 - b. In Edge, the document will appear at the top right of the browser window; click the filename to open it.
 - c. In Firefox, a dialog window will appear in front of the browser window; click **OK** to open with Firefox or select another available option and click **OK**.
7. To clear the search results, click **Clear**.
8. To return to the MCRO Home page, click **MCRO Home** from the top menu bar.

